

OFFICE OF THE COMPTROLLER

Principal Available Materials for Reference Purposes

A. Procedures

1. Field Allotment Control Procedures
2. Headquarters Allotment Control Record Procedure
3. Financial and Accounting Procedures for Property (Zone of Interior)
4. Financial and Accounting Procedures for Property - Field
5. Class A Accounting and Reporting Procedures
6. Class B Station Accounting and Reporting Procedures
7. Manual of General Ledger Accounts for Fiscal Division
8. Manual of General Ledger Accounts for Finance Division
9. Handbook of Accounting and Reporting Procedures for Decentralized Finance Offices of the Finance Division
10. Allotment Ledger Procedure Fiscal Division
11. Electrical Accounting Machine Application of Payroll Procedures - Fiscal Division
12. Procedures of Payroll Branch Fiscal Division
13. Internal Operating Procedures - Finance Division
14. Call for Budget Estimates

B. Reports

1. CIA Financial Statement (Quarterly)
2. CIA Balance Sheet and Schedules (Monthly)
3. Status of Current Appropriations (Monthly)

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 14 NO CHANGE  
IN CLASS/ DEN. 1951 CLASS CHANGED TO: TS S C RET. JUST.  
NEXT REV DATE \_\_\_\_\_ REV DATE 4/60 REVIEWER 09725 TYPE DOC. 3a  
NO. PGS 2 CREATION DATE \_\_\_\_\_ ORG COM. OPI 38 ORG CLASS 11  
REV CLASS 11 REV COORD. \_\_\_\_\_ AUTH: HR 70-3

4. Special Report to DD/A (Monthly)
5. Report of Status of Allotments (Fiscal Division)
6. Trial Balance Fiscal Division (Monthly)
7. Principal Reports of Finance Division
8. Principal Reports of Machine Records Division
9. *Report on Average Salaries of Vouchered Employees (Monthly)*
9. ~~Principal Reports of Budget Division~~
10. Special Project Analyses Reports
11. *Annual* Congressional Budget ~~Documents~~
12. Analysis of *Vouchered* Overtime for Agency

C. Other Reference Material

1. Chart of Allotment Accounts Vouchered & Unvouchered
2. Chart of Allotment Accounts Unvouchered